JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Student Engagement Assistant (3 positions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Student Journey division (Student Engagement)</td>
</tr>
<tr>
<td>Job type</td>
<td>Casual</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 2</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Student Engagement Officer</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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Purpose of the Post

The role of Student Engagement Assistant will be crucial to ensure successful and effective engagement with incoming and current students at Royal Holloway.

The Assistants will be responsible for helping to deliver a successful peer-to-peer support scheme for all new undergraduate students, with a focus on allocating students to ‘Peer Guides’ (volunteer mentors) on an opt-in basis and the maintenance of Peer Support teams on Microsoft Teams.

Along with the allocation of new students, the Student Engagement Assistant will facilitate lines of communication between the Peer Guidance team and the School administration, helping to ensure that the scheme runs effectively across the university. Each Assistant will be assigned two academic schools and will support the Peer Guides within, handling queries, signposting to other university services where required, delivering training and setting a good example to fellow students. They will also support the promotion of the scheme across the institution, assisting with communications material.

Assistants will also be responsible for assisting with other tasks handled by the Student Engagement team. These include the preparation and overseeing of the Welcome to RH student app; the delivery of Welcome events, including the Welcome to Royal Holloway induction talks; the delivery of graduation; and the delivery of student voice mechanisms at the university.

Key Tasks

1. To assist the Student Engagement team with a variety of projects and activities, including the delivery of our graduation ceremonies and Welcome Week engagement activity.

2. To assist in the allocation of new first year students to Peer Guides by programme.
3. To assist the Student Engagement Officer with the recruitment and training of volunteers for the Peer Guidance scheme.

4. To act as a key communicator between Peer Guides, the Peer Guidance team, and School Administration.

5. To input into the creation of engaging online content, including videos and blog posts, which provide answers to common Student Life-related queries.

6. To assist in the overall administration of the Peer Guidance Scheme and its promotion.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the university. The post holder will be expected to undertake other duties as appropriate and as requested by his/her/their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Wider Student Engagement department
- School Administration
- Student Services
- Student Wellbeing